

Mail Clerk



Indoctrination Course

Revised January 2005

Situation- To publish a revised Indoctrination Course for unit mail clerks and unit mail orderlies.

Mission- To increase the knowledge of the mail clerk and mail orderlies in the performance of mailroom duties and responsibilities.

Execution- Upon completion of this course the mail clerks will be able to:

- a. Know the proper procedure for appointing the unit postal officer, unit mail clerks/orderlies and the training that is required.
- b. Advise the unit postal officer of the minimum required information that is to be contained in the unit mail handling order.
- c. Know the proper security standards that are to be provided for unit mailroom (UMR) operations.
- d. Know the proper procedure for receipt and delivery of personal mail.
- e. Know the proper procedure for receipt and delivery of official ordinary mail and official accountable mail.
- f. Know the proper procedure for handling leave, TAD, casualty, confined and deserter personnel mail.
- g. Know how to properly process "Directory Service" mail.
- h. Know the proper procedures for processing deployed mail.

Administration and Logistics-

- a. Unit postal officers:
Ensure mail clerks and mail orderlies are properly trained and standards are met.
- b. Unit mail clerks:
Each mailroom should maintain a copy as a reference guide for operating the unit mailroom and training unit mail orderlies.

Command and Signal-

- a. Command. This Mail Clerk Indoctrination Course is effective the date published.
- b. Signal. This Indoctrination Course is applicable to all commands, organizations, and tenant activities that receive or dispatch mail through the Camp Pendleton Consolidated Postal System.

Mail Clerk Indoctrination Course

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1. **REFERENCES**- The following documents and directives shall be maintained in each unit mailroom:
 - 1.1. A copy of the most current edition of each of the following:
 - 1.1.1. OPNAVINST 5112.6D, U.S. Navy Postal Instructions
 - 1.1.2. DoD Postal Manual 4525.6M dated 15 Aug 02
 - 1.1.3. MCO 5110.6B SOP for Marine Corps Unit Mailrooms 16 May 2002
 - 1.1.4. MCO 5110.5D USMC Mail Address Listing dated 13 Sep 1999
 - 1.1.5. MARFORPACO P5112.1C SOP for Postal Affairs
 - 1.1.6. BO 5112.___ Base Order for the Postal Affairs
 - 1.1.7. SQU/Unit/BN Mail Handling Order
 - 1.2. Instructions and memorandums periodically published by the Base, MEF, MAW and FSSG Postal Officers.
2. **Unit Mail Handling Order**- All commands operating a UMR must publish Mail Handling Instructions that provide personnel with sufficient information about local mail service.
 - 2.1. Information about security of mail and postal effects.
 - 2.2. Instructions relative to custom regulations. (See Local Post Office for updated information)
 - 2.3. The correct and complete mailing address for unit personnel.
 - 2.4. Mail Call hours and mail distribution procedures.
 - 2.5. Location and hours of operation of the serving Post Office.
 - 2.6. Location and collection hours for outgoing mail receptacles.
 - 2.7. Information concerning delivery of mail during field exercises.
 - 2.8. Procedures for handling mail for personnel temporarily absent from the command.
 - 2.9. Instruction for using OPNAV 5110/5 (Change of address cards).
 - 2.10. Procedures to establish a classified material screening point.

3. **Postal Officer Designation-** Unit postal officers (E-6 or above/ GS-6 or above) and assistant postal officer (E-6 or above) shall be designated in writing or unit special order by the commanding officer. DD Form 285 shall not be used for this purpose. However, postal officers involved in mail handling duties are required to have a DD Form 285 to perform those duties. Designation do not require renewal if the designating official changes.

UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---		1650 Origin Code 8 DEC 04
From: Commanding Officer To: Name of appointee Via: Consolidated Post Office		
Subj: APPOINTMENT OF UNIT POSTAL OFFICER (or ASSISTANT POSTAL OFFICER)		
Ref: DoD 4525.6M		
1. Per the reference, you are hereby appointed as the Battalion Postal Officer.		
2. The Unit Mail Room contains all pertinent directives concerning the performance of your duties.		
3. POC and phone number.		
NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.		
I. M. COMMANDING		

4. **Mail Clerk & Orderly-**

- 4.1. Designations- The command will keep the number of designated mail clerks and orderlies to a minimum, commensurate with efficient and effective handling of the mail. **At least two mail clerks/orderlies will be appointed per unit/section.**
- 4.2. Procedures- The unit postal officer or assistant postal officer will use a DD Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Orderly) to designate all mail clerks and orderlies prior to assuming their mail handling duties. **Three** original DD Form 285 will be prepared for each **mail clerk**, one will be retained by the Military Post Office (MPO), one by the mailroom and one by the appointee for identification each time mail is picked up from the post office or while working the mail. **Two** original DD Form 285's will be prepared for each **mail orderly** one to be retained by the appointee and the other one by the unit mailroom used for identification each time mail is picked up from the unit mailroom. Prepare the DD Form 285 as follows:

4.2.1. Block 1- Effective date (actual date the card is signed by the appointing official).

Unit Mail Clerk

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE 041220	2. DATE REVOKED 21-04
3. NAME OF APPOINTEE (Last, First, Middle Initial) Smith, Robert L.			
4. NAME OR GRADE PFC	5. SSN N/A	6. TITLE OF APPOINTEE Mail Clerk	
7. ORGANIZATION/ACTIVITY Unit/Squadron (name)		8. APO, MPO, OR CONUS INSTALLATION Camp Pendleton CA 92055	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input checked="" type="checkbox"/> UPO	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Unit Post Officer</i>		SIGNATURE OF APPOINTEE <i>Robert L. Smith</i>	

DD 285 S/N 0102-LF-002-9201

EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

Unit Mail Orderly

APPOINTMENT OF MILITARY POSTAL CLERK, UNIT MAIL CLERK OR MAIL ORDERLY <small>(See Instructions on Reverse)</small>		1. DATE EFFECTIVE 041220	2. DATE REVOKED 22-04
3. NAME OF APPOINTEE (Last, First, Middle Initial) Jones, Robert L.			
4. NAME OR GRADE Lcpl	5. SSN N/A	6. TITLE OF APPOINTEE Mail Orderly	
7. ORGANIZATION/ACTIVITY Section (Name)		8. APO, MPO, OR CONUS INSTALLATION Camp Pendleton CA 92055	
9. MAIL AUTHORIZED TO RECEIVE <small>(Check and Initial)</small>		10. THIS FORM MUST BE VALIDATED BY THE SERV- ING AGENCY'S GENERAL PURPOSE DATING STAMP PRIOR TO CLERK RECEIVING MAIL. IN THE CASE OF THE NAVY MOBILE UNITS, VALIDATION MAY BE BY IMPRESSION OF THE OFFICIAL SEAL.	
PERSONAL (ALL) <input type="checkbox"/>	OFFICIAL (Except accountable) <input type="checkbox"/>		
PERSONAL (Except accountable) <input checked="" type="checkbox"/> UPO	OFFICIAL POUCHES ONLY <input type="checkbox"/>		
OFFICIAL (ALL) <input type="checkbox"/>	<input type="checkbox"/>		
SIGNATURE OF APPOINTING OFFICIAL <i>Unit Post Officer</i>		SIGNATURE OF APPOINTEE <i>Robert L. Jones</i>	

DD 285 S/N 0102-LF-002-9201

EDITION OF THIS FORM NOT HAVING SSN IS OBSOLETE AFTER 30 JUNE 00

4.2.2. Block 2- Disregard date revoked and assign accountable number of the card (e.g., 1-05 or 001-05).

4.2.3. Block 3- Last name, first name, middle initial.

4.2.4. Block 4- Grade

4.2.5. Block 5- SSN is not required.

4.2.6. Block 6- Title (Mail Clerk or Mail Orderly)

4.2.7. Block 7- Organization or section

4.2.8. Block 8- Unit Address

4.2.9. Block 9- Indicate the type of mail authorized to pick up. Mail clerks should be authorized to receive "PERSONAL (except accountable)" and OFFICIAL (all) mail. Orderlies should be authorized to receive only "PERSONAL (except accountable)" mail. The appointing official must also initial each section to validate the authorization.

4.2.10. Block 10- The MPO will use the All-Purpose Date Stamp to validate all DD Forms 285's for Unit Mail Clerks. This block will be left blank for orderlies who pick up form the UMR.

4.2.11. SIGNATURE OF APPOINTING OFFICIAL- The unit postal officer or assistant postal officer will sign each DD Form 285. It must be the same individual that initialed the appropriate boxes.

4.2.12. SIGNATURE OF APPOINTEE- The mail clerk or orderly will sign each DD Form 285.

5. **DD Form 2260 (Unit Mail Clerk/Orderly Designation Log)**- The DD Form 2260 is used to record all mail clerk or orderly appointments. All information on the log, including the appointing official's signature, coincide with information contained on DD Form 285. When the individual is authorized for official accountable mail, an **asterisk**, or some other notation, is placed in the left margin. The DD Form 2260 will be retained for 2 years from the last revocation date on the log and may be retained in the UMR for administrative purposes. DD Form 285's will be destroyed and a letter of revocation will be submitted to the serving post office on Unit Mail Clerks.

DD Form 2260 (Unit Mail clerk/Orderly Designation log)

UNIT MAIL CLERK/ORDERLY DESIGNATION LOG

Card No.	Date Issued (Yr, Mo, Day)	Date Revoked (Yr, Mo, Day)	Activity Identifier	Name of Designee (Print) Last,First, MI	Designee (Signature)	Appointing Official (Signature)	Pay Grade
*21-04	20041220		Mail Clerk	Smith, Robert L.	(MAIL ORDERLY SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
22-04	20041220		Mail Orderly	Jones, Robert L..	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT
23-04	20041220	20041230	Mail Clerk	BROWN, JACK J.	(MAIL CLERK SIGNATURE)	APPOINTING OFFICIAL SIGNATURE	02/1ST LT

DD FORM 2260 (JAN 82)

E-Form (DD Form 2260.xls) Rev 20000426

Revocation Letter

UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---		1650 Origin Code 30 DEC 04
<p>From: Commanding Officer To: Consolidated Post Office</p> <p>Subj: REVOKING OF UNIT MAIL CLERK</p> <p>Ref: DoD 4525.6M</p> <p>2. Per the reference, Lcpl Brown, Jack J. is hereby revoke as Unit Mail Clerk.</p> <p>3. POC and phone number.</p> <p>NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.</p> <p style="text-align: center;">I. M. COMMANDING</p>		

6. **Training Requirements** - Before assuming mail handling duties, all selected personnel shall be instructed in the proper performance of duties. Upon designation, postal officers, unit mail clerks, and unit mail orderlies shall complete mail service training. Training shall emphasize the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty. Training shall be accomplished through proficiency programs and locally developed training courses.
7. **Space and Equipment**- All mail rooms will contain enough space to accommodate a desk, chair, sorting case, bag rack, and an area to sort mail unencumbered. Only U.S. Mail, postal record and essential furniture will be in the mailroom. Personal effects will not be stored in a mailroom. Only AM/FM radios are authorized.
8. **Character of Personnel**- All personnel performing mail handling duties in other than a section of an MPO shall be designated as a “unit mail clerk” or “unit mail orderly”. These personnel shall meet the following qualifications:
 - 8.1. Be a U.S. citizen and be eligible for a SECRET clearance (an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) is on file) if required to handle registered mail.
 - 8.2. Have no record of the following:
 - 8.2.1. Conviction by court-martial.
 - 8.2.2. Punishment under Article 15 (Title 10 U.S., Chapter 47, “The Uniform Code of Military Justice”. Reference (b)) involving a postal related incident in the past 12 months.
 - 8.2.3. Civil convictions other than minor traffic violations.
 - 8.3. Have no record of derogatory information or unfavorable conduct casting doubt on the individual’s trustworthiness and integrity.
 - 8.4. Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on review of personnel and medical records.
 - 8.5. Have not been relieved of postal duties for cause.
9. **Privacy of Mail**- The privacy of mail and postal records must not be violated. Mail clerks and orderlies will not break the seal of any mail matter nor are they to release information about mail or postal records. Request for information will be referred to the command postal officer. Personal addresses of transferred individuals are privileged information and should not be divulged to anyone except in the course of official business. Mail clerks will refuse all telephone inquiries and “third party” requests for personal address.

10. Mail Orderly Statement of Understanding (5119)

MAIL ORDERLY STATEMENT OF UNDERSTANDING

1. GENERAL INFORMATION

a. With my appointment as an Authorized Individual to receipt for mail on a DD Form 285/Letter of Authorization. I understand that I am a direct representative of the Military Postal Service and, as such, have been entrusted with the responsibilities associated with the daily handling and delivery of U. S. Mail to the members of my section. Personnel appointed as a mail orderly must meet strict eligibility criteria and clearly demonstrate the highest levels of trustworthiness and integrity at all times.

b. I understand that I am legally bound to perform my duties in strict accordance with this Statement of Understanding. Further, I understand that I am morally obligated to my fellow section members, to perform my duties in a highly proficient and professional manner at all times. I have been advised and fully understand that my failure to strictly adhere to the regulations, which govern the handling and delivery of U. S. Mail, will not be tolerated and is punishable under Articles 92 and/or 134 of the Uniform Code Of Military Justice. I understand that if I commit offenses against the U. S. Mails, I am subject to Federal prosecution under Title 18, U. S. Code.

2. SECURITY / PROTECTION OF MAIL

a. This DD FORM 285 (Appointment of a Mail Orderly) is a carefully controlled item, and will be maintained at the serving MAILROOM. If there is any change to those authorized to receipt for mail on a DD 285, a new DD 285 and a new statement of understanding must be completed and submitted to the serving MAILROOM. If any named individuals appointed on a DD 285 transfer or get reassigned to another section it must be reported to the serving mailroom and a new DD Form 285 will be issued. All new DD Form 285's will supersede the form on hand at the unit mailroom. If an individual PCS's to a new command, then that DD Form 285 must be turned into the serving MAILROOM and the card becomes revoked and the individual can no longer pick up mail for that section.

b. All appointed personnel must handle all U.S. Mail entrusted to them in a safe and secure manner at all times. They will be held responsible for any loss or damage caused by their failure to properly handle and deliver the mail entrusted to them. Specifically, they must:

(1) Handle /transport mail in a safe and secure manner until proper delivery has been accomplished.

(2) Carefully guard all mail in their custody against loss, theft, or damage, and prevent access to the mail in their custody by unauthorized individuals. They must never leave U. S. Mail unattended.

(3) During inclement weather, they must take all necessary precautions to protect the mail from water damage, as U.S. mailbags are not waterproof.

(4) They must never transport mail in a private vehicle, except in emergency situations with prior approval of the Consolidated Post Office Postal Officer.

c. They must never violate the sanctity or private nature of U.S. Mail and postal records specifically, they must never;

(1) Break or allow to be broken, the seal of any mail matter.

(2) Read or allow others to read magazines, newspapers or other mail matter addressed to the members of their section.

(3) Remove stamps or other forms of postage from the mail entrusted to them for delivery.

(4) Make any record, written or otherwise, of any information (originators name, return address, etc.) contained on any piece of mail for any purpose.

(5) Release any information regarding mail or postal records (including personal or home

addresses, names and/or addresses of correspondents, etc.) to any individual for any purpose. They will refer all inquiries and requests for such information to the Consolidated Post Office Postal Officer.

d. They must report any known or suspected postal related offenses to the Unit Postal Officer immediately.

3. RECEIPT OF MAIL

a. They must understand that they must report to the serving mailroom every workday in accordance with the schedule established by that command, to receipt for incoming mail for the members of their section. If for any reason they are unable to fulfill this daily requirement, they must ensure that another appointed individual from the section does so.

b. When receiving for the mail for their section, they must carefully screen all mail received, immediately remove all mis-sent mail, accountable mail and any official mail whose delivery address includes a billet title and return it to the Mail Clerk prior to leaving the vicinity of the serving MAILROOM.

c. At the time that they accept custody of the mail from the serving mailroom each day, they must print the current date, print their full name, and sign their payroll signature on the Unit/Mail Clerk Receipt Log in a neat and legible manner, to officially certify that they have received the mail for their section and that they are responsible for its safe, secure, efficient, and proper handling and delivery.

d. If no mail is available for their section at the designated time, they will note this fact on the Unit/Mail Clerk Receipt Log and sign /date the entry.

e. To assist in the timely and efficient delivery/forwarding of mail, they must make every effort to know every member of their section and what their current status is each day (TAD, on leave, UA, hospitalized, special liberty, transferred, secured early, etc.). They may use up-to-date rosters, morning reports and other official source documents to accomplish this.

4. HANDLING AND DELIVERY OF PERSONAL MAIL

a. DD Form 285 authorizes them to receipt for, handle, and deliver all forms of non-accountable personal mail addressed to the members of this section. They must understand that they are not authorized to handle or deliver personal accountable mail (registered, numbered insured, certified, and express). Any personal accountable mail that they may inadvertently receive from the mailroom must be **immediately** returned.

b. They must **personally deliver** all non-accountable personal mail that they receive from the serving mailroom, **directly to the individual** it is addressed to on the **same day** they receive it. Personal mail must never be left on racks, under doors, in or on desks, sent through guard mail, etc., in order to effect delivery. Likewise, personal mail may not be given to the addressee's OIC/NCOIC, roommate, squad leader, or any other individual for subsequent delivery to the addressee; unless that individual has been authorized by the addressee in writing to receipt for mail on his or her behalf. Proper delivery occurs when custody of a piece of U.S. mail is directly passed from the hand of the appointed individual to the hand of the addressee, or to the hand of an agent which the addressee has authorized in writing to receipt for mail, and then only after the identity of the addressee/agent has been properly verified.

c. They must **personally deliver** all PS Forms 3849 (Notice of Personal Accountable Mail) **directly to the addressee** as early as possible on the date they receive them. PS Form 3849 shall be treated/handled in the same manner as personal mail with regard to security and delivery procedures.

d. Any personal mail or PS Form 3849's that cannot be properly delivered as described above, are considered "undeliverable." As a authorized agent, they are **not authorized** to retain undeliverable personal mail overnight; therefore, all personal mail and PS Form 3849's which cannot be personally delivered to the addressee, **must** be returned to the serving mailroom for overnight storage or forwarding as appropriate, **on the same day** they receive them. When returning undeliverable personal mail and PS Form 3849's to the serving mailroom, they must provide the mailroom with written documentation (i.e., post-it note or other documentation) indicating the reason for non-delivery. They **must** never deface any piece of mail by writing directly onto it for any reason.

e. When delivering mail to the addressee, they must advise all personnel not using a correct and complete address to immediately notify their correspondents (preferably in writing) as to their correct mailing address.

5. **HANDLING AND DELIVERY OF OFFICIAL MAIL.** They must further understand that they are **NOT AUTHORIZED** to receipt for, handle, or deliver any form of official accountable (registered, express, numbered

insured, or certified) mail. Ordinary official mail, which is addressed, to an individual by billet/duty title (i.e., Legal Officer, Adjutant, Supply Chief, First Sergeant, Training NCO, etc.) may be delivered along with the sections ordinary mail. Any ordinary official mail that they **cannot deliver** on the date of receipt **must be returned** to the serving mailroom **immediately**, on the same day. The mail **may not be held over night** by the mail orderly.

6. **CERTIFICATION.** By my signature hereon, I certify that I have read this Statement of Understanding and fully understand my duties and responsibilities as outlined herein. Further, I have been personally briefed by my Section OIC/SNCOIC or Supervisor with regard to my duties and responsibilities, and fully understand the consequences of my failure to perform them precisely as described above. I have received a copy of this Statement of Understanding to guide me in the daily performance of my duties as an authorized mail orderly for this section.

UNIT POSTAL OFFICERS
PRINTED RANK/NAME

MAIL ORDERLY'S
PRINTED RANK/NAME

UNIT POSTAL OFFICERS
SIGNATURE & DATE

MAIL ORDERLY'S
SIGNATURE & DATE

11. **Unit Mail Room Inspections-** The unit postal officer will conduct weekly inspections using the current edition of AIR Checklist, functional area: Postal Affairs. Inspections will be conducted unannounced and at random so as not to establish a trend.

AIRS CHECKLIST UNIT MAILROOM	
UNIT: _____	DATE: _____
100 00 FUNCTIONAL AREA CODE: 100 DESCRIPTION: POSTAL AFFAIRS	
100 01 SUB CATEGORY CODE: 01 DESCRIPTION: UNIT MAIL ROOM YES NO	
100 01 001 Did the Commanding Officer appoint an E-6 or above or civilian (GS-6 OR ABOVE) in writing as the Unit Postal Officer and an E-6 or above or civilian (GS-6 or above) as the Assistant Postal Officer? (DOD 4525.6M CHAP 1 PAR C 1.1.6.8.1) (MCO P5110.6B, PAR 1001, 1003, 2200) _____	
100 01 002 Did the Commanding Officer designate in writing personnel authorized to receipt for and open all official mail to include accountable mail? (MCO P5110.6B, PAR 4002.1 & 4002.3A) _____	
100 01 003 Are weekly unannounced inspections being conducted by the Unit Postal Officer? (DOD 4525.6M, CHAP 1, PAR C 1.1.6.9.9/CHAP 15 PAR C 15.8)(MCO P5110.6B, PAR 2104) _____	
100 01 004 Is the unit mailroom (UMR) being maintained in an orderly condition and adequate space and equipment been provided? (DOD 4525.6M, CHAP 1 PAR C 1.1.6.10) _____	
100 01 005 Is a correctly formatted sample mailing address displayed? _____ (DOD 4525.6M, CHAP 1 PAR C 15.10.5)	
100 01 006 Is DD Form 1115 (MAILROOM-NO ADMITTANCE) completed and displayed at the entrance to the UMR? (DOD 4525.6M, CHAP1 PAR C 1.1.6.9.10) (MCO P5110.6B, PAR 2101) _____	
100 01 007 Are only authorized personnel allowed in the UMR? (DOD 4525.6M, CHAP 15, PAR C 15.10.5)(MCO P5110.6B, PAR 3001) _____	
100 01 008 Are sufficient qualified mail clerks and orderlies been appointed utilizing DD Form 285 and DD Form 2260? (DOD 4525.6M, CHAP 15, PAR C 15.4.1)(MCO P5110.6B, PAR 2200, 2201) _____	
100 01 009 Are mail clerks and orderlies given enough time to perform mail handling duties efficiently? _____ (MCO P5110.6B, PAR 1003)	
100 01 010 Are properly completed copies of DD Form 285 and DD Form 2260 on file at the UMR? _____ (DOD 4525.6M, CHAP 15, PAR C 15.6)(MCO P5110.6B, CHAP 2, PAR 2201)	
100 01 011 Does the UMR have all references on hand, to include a unit mail handling order with these instructions at a minimum? MCO P5110.6B, PAR 2100)	
_____ DOD 4525.6M _____ OPNAVINST 5112.6C _____ MCO 5110.5D _____ MCO 5110.6B _____	Postal Manual dated 15 Aug 02 Navy Postal Instructions USMC Mail Address Listing dated 13 SEPT 99 SOP for Unit Mailrooms dated 16 MAY 02 Base Order for the Postal Affairs
Does the Unit Mail Handling Order contain, at minimum, the following?	
_____ The corrected and complete mailing address for unit personnel _____ Location and hours of operation of the UMR and serving Post Office (if applicable)	

	YES	NO
<input type="checkbox"/> Location and collection hours for outgoing mail receptacles		
<input type="checkbox"/> Mail call hours and mail distribution procedures		
<input type="checkbox"/> Instructions for using OPNAV 5110/5 (Change of address cards)		
<input type="checkbox"/> Information about security of mail and postal effects		
<input type="checkbox"/> Procedures to establish and classified material screening point		
<input type="checkbox"/> Procedures for handling mail for personnel temporarily absent from the command		
<input type="checkbox"/> Delivery of mail during field exercises		
<input type="checkbox"/> Instructions relative to custom regulations		
100 01 012 Does the UMR provide adequate security?		
(DOD 4525.6M, CHAP 15, PAR C 15.10.4.1-4)(MCO P5110.6B, PAR 3000)		
<input type="checkbox"/> The doors have suitable locks, inside mounted hinges and locking mechanism?		
<input type="checkbox"/> Windows easily accessible from outside are barred or meshed?		
<input type="checkbox"/> Wall and ceilings are constructed of such material as to prevent forcible entry?		
100 01 013 Are duplicate keys and/or combinations properly retained secured?(MCO P5110.6B, PAR 3002)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 014 Is mail transported in an authorized closed-body vehicle with proper protection given to the mail? (MCO P5110.6B, CHAP 3, PAR 3003)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 015 Is mail being delivered to the addressee or authorized agent only?		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 016 Is the Unit Postal Officer verifying daily the delivery of accountable mail is delivered to an authorized agent? (DOD 4525.6M CHAP 1 PAR C 1.1.6.9.15)(MCO P5110.6B, PAR 4002)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 017 Upon receipt, is all incoming mail back-stamped daily to show date of receipt?_____		
(DOD 4525.6M, CHAP 3, PAR C 3.2.5)(MCO P5110.6B, PAR 1003)		
100 01 018 Is PS Form 3883 properly completed and maintained, to include daily verification by the Unit Postal Officer? (MCO P5110.6B, PAR 4002)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 019 Is accountable mail protected by an unbroken chain of receipts? (DOD 4525.6M, CHAP 3, PAR C 3.2.7) (MCO P5110.6B, PAR 4002)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 020 Is all undeliverable accountable mail returned to the serving post office daily?(MCO P5110.6B, Par 4002.3F)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 021 Is the UMR provided a copy of each unit diary or other documentation that will ensure timely maintenance of the Directory File system?(MCO P5110.6B, PAR 6004)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 022 Are the Directory File Cards (DFC)(NAVMC 10572) being properly completed, filed and maintained for the required period?(MCO P5110.6B, PAR 6002)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 023 Are personnel attached to command required to check in and out with the UMR? (MCO P5110.6B, PAR 6001)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 024 Are Change of Address Cards (CAC)(OPNAV 5110/5) properly utilized by incoming and outgoing personnel?(MCO P5110.6B, 6001)		
	<input type="checkbox"/>	<input type="checkbox"/>
100 01 025 Are mail clerks and orderlies properly trained and do they understand all orders and directives applicable to the operation of the UMR?		
(DOD 4525.6M, CHAP 15, PAR C 15.5)(MCO P5110.6B, PAR 1003)		
	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
<input type="checkbox"/> Handling of articles received in damaged condition?		
<input type="checkbox"/> Procedures for delivering and forwarding mail addressed to the Commanding Officer?		
<input type="checkbox"/> Procedures for mail of individuals due to arrive (EDA)?		
<input type="checkbox"/> Procedures for casualty mail?		
<input type="checkbox"/> Procedures for unauthorized absence (UA), deserter or confined personnel?		
<input type="checkbox"/> Procedures for known or suspected postal offenses?		
<p>100 01 026 Are mail clerks properly processing all mail to include the following:(DOD 4525.6M, CHAP 15, PAR C 15.5)(MCO P5110.6B,PAR 1003)</p> <p><input type="checkbox"/> Mail for personnel due to arrive</p> <p><input type="checkbox"/> Mail for personnel on leave and TAD status</p> <p><input type="checkbox"/> Mail for UA, deserter and confined personnel</p> <p><input type="checkbox"/> Rework mail</p>		
<p>100 01 027 Is the mail clerk aware of the privileged nature of mail and postal records?(DOD 4525.6M, CHAP 15, PAR C 15.10.8)</p> <p style="text-align: right;">_____</p>		
<p>100 01 028 Is the mail clerk personal mail handled properly?(DOD 4525.6M, CHAP 3, PAR C 3.2.3.7)(MCO P5110.6B, PAR 4001.5)</p> <p style="text-align: right;">_____</p>		
<p>100 01 029 Are orderlies picking up mail daily and is undeliverable mail returned promptly to the UMR? (DOD 4525.6M, VOL II, CHAP 3, PAR 301.4A & D)(MCO P5110.6B, PAR 1003)</p> <p style="text-align: right;">_____</p>		
<p>100 01 030 Have all discrepancies noted on the last inspection been corrected?</p> <p style="text-align: right;">_____</p>		
<p>100 01 031 Mail Room activities were rated as (Mission Capable or Non-Mission Capable)</p>		
<p>I CERTIFY THAT ALL MAIL FOR THIS COMMAND HAS BEEN PRESENTED FOR EXAMINATION AND NONE HAS BEEN CONCEALED AT TIME OF INSPECTION.</p>		
MAIL CLERK _____	_____	_____
Rank Name	Signature	Phone
MAIL CLERK _____	_____	_____
Rank Name	Signature	Phone
UNIT POSTAL OFFICER _____	_____	_____
Rank Name	Signature	Phone

12. **Security**- The following requirements and standards are applicable to all UMR's.

12.1. Unit mail clerks and section mail orderlies will safeguard mail in their possession at all times and will be held liable for failure to handle mail properly. The UMR will be locked when the mail clerk is not present.

12.2. The following are minimum structural requirements for the UMR's located in a permanent structure:

12.2.1. Mount all locks and door hinged inside or in such a manner that prevents easy removal.

12.2.2. Bar or cover with heavy wire mesh, all windows easily accessible from the outside.

12.2.3. Construct walls and ceiling to prevent forcible entry.

12.3. Only authorized personnel are allowed to enter the UMR (e.g., commanding officer, executive officer, postal officer, asst. postal officer, postal inspectors, and supervised working parties). The mail clerk must verify identification and authorization prior to allowing entry into the UMR and must remain there until all authorized personnel conclude their business and depart.

12.4. Keys and combination will be maintained as follows:

12.4.1. Postal officers will determine which mail clerk will be issued the key or combination to the UMR.

12.4.2. The mail clerk authorized a mail room key will process only one key and safeguard it at all times.

12.4.3. The duplicate key or combination will be sealed in a PS Form 3977 (Duplicate Key Envelope), or its own envelope, and kept in a safe controlled by the postal officer or a representative designated by the commanding officer. The mail clerk holding the original key and the postal officer will both sign across the back flap of the envelope and endorse the front of the envelope to show its contents and date sealed. A new envelope will be prepared whenever the duplicate key or combination is used.

PS Form 3977 (Duplicate Key Envelope) Front

EMPLOYEE (Print Last Name, First Name and Middle Initial)				INSTRUCTIONS: After enclosing the duplicate keys, the employee to whom assigned and the witness to the sealing of the envelope by the employee shall sign across both flaps on the back of the envelope. A distinct and legible postmark should be affixed across both envelope flaps. Envelope containing duplicate keys shall be assigned to the appropriate supervisor, who will be held personally responsible for their protection. If necessary to temporarily withdraw keys for use by the employee to whom assigned, this envelope shall be opened by the employee in the presence of a witness, endorsed by both, dated and preserved. When the keys are returned, the opened envelope should be discarded and a new envelope prepared. If necessary to have access to a receptacle assigned to an employee absent from duty, the supervisor responsible for the duplicate key will withdraw the keys from this envelope in the presence of one of the designated witness, and each will endorse this envelope to show date and reason for withdrawing the keys. An inventory of the credit thus made accessible shall be made and certified by the supervisor, or other designated employee, and the witness and maintained by the supervisor together with the opened envelope. (See Section 378, Handbook F-1)
OPERATING UNIT				
EQUIPMENT	NO.	NO. KEYS	SERIAL NO.	
CASH DRAWER				
STAMP CABINET				
SAFE COMPARTMENT				
ENVELOPE DRAWER				
DESIGNATED WITNESS (Print)				
1:				
2:				

PS Form 3977
Oct 1976

Regular Duplicate Key envelope

Unit Mail Clerk	Unit Post Officer
<div>Date</div>	

12.5. The following applies to the transportation of mail:

- 12.5.1. Commanders are responsible for providing transportation via military vehicles for the unit mail.
- 12.5.2. Commands will transport all mail to and from service areas in a closed body military vehicle equipped with lockable doors. If such a vehicle is unavailable, mail clerks or orderlies will ride in the compartment with the mail or at least maintain visual contact with the mail. If emergency situation occurs, the unit commander must request for the exception to policy from the Consolidated Post Office Postal Officer. This will be approved on a temporary basis only.
- 12.5.3. USPS mailbags and equipment will only be used to transport mail excluding oversize pieces. Mailbags and equipment will be returned to the serving post office when not needed to accomplish the mission of the UMR. USPS mailbags and equipment will not be utilized for any other purposes except transporting mail.
- 12.5.4. Do not use privately owned vehicle (POV's) to transport mail.

13. **Reasons for Not Using a Privately Owned Vehicle (POV) to Transport Mail-**

- 13.1. If a mail clerk has to use a POV to transport mail, then technically they are required to be reimbursed.
- 13.2. The Marine Corps controls our government vehicles where as we do not control an individual's POV. Mail may accidentally fall between seats or slip under some other item in the vehicle and because we do not control the vehicle, the mail may remain there for a long period before it is discovered.
- 13.3. Over the years the following problems have occasionally occurred when POV's were used to transport mail:
 - 13.3.1. Mail clerks have gone UA and a bag of mail was discovered in their vehicles thereby compounding the individual's legal problems.
 - 13.3.2. Mail clerks using POV's have made additional stops (i.e., MCX and Burger King) while they are transporting mail and did not properly secure the vehicle during their absence from the vehicle.
 - 13.3.3. Mail clerks have allowed unauthorized personnel to ride in their POV's while transporting mail is a violation of DoD and USPS regulations.
 - 13.3.4. Mail clerks have gotten into accidents while transporting mail in POV's.
- 13.4. The following solutions should be examined before considering using POV to transport mail:

13.4.1. Proper planning; picking up the mail is probably a 10-15 minute exercise everyday, proper planning will ensure a government vehicle is available for this short period.

13.4.2. Consolidate mail runs with other mail clerks within the area; all mailrooms should maintain the phone numbers of other mail clerks in their area in the event they can't obtain a vehicle.

13.4.3. The unit S-4 sections can arrange temporary rides; the S-4 should be contacted and arrangements made to provide the mail clerks with a ride to and from the post office when the mail clerk is not able to obtain a vehicle through normal channels.

13.4.4. Mail can be hand carried by clerk.

NOTE: DoD 4525.6M States. "Privately Owned Vehicles may not be used to transport mail. If an emergency situation occurs requiring a Privately Owned Vehicle to be used on a temporary basis, its use shall be requested by the Unit Commander and approved by the Consolidated Post Office Postal Officer."

14. **Mail Call Hours**- Section mail orderlies shall pick up mail daily at times specified in the unit's mail handling order.

14.1. Mail Call hours will be posted on the Mail Room door, using DD Form 1115 (Mail Room- No Admittance).

M A I L R O O M		
NO ADMITTANCE		
EXCEPT TO AUTHORIZED PERSONNEL		
MAIL CALL		
DAILY	SATURDAY	SUNDAY & HOLIDAYS
MAIL CALL 1300 TO 1500 CHECK IN/OUT 0900 TO 1130	CLOSED	CLOSED
THIS NOTICE IS TO BE ATTACHED TO MAIL ROOMS		
<small>DD Form 1115</small>		
<small>E-Form (DD Form 1115) Rev 05/19/00</small>		

14.2. Commands correctly formatted sample mailing address will be displayed on or near the mailroom door.

1st Line: PVT CAROL SMITH
2nd Line: HQSPT BN MCB (CO/PLT/SECTION)
3rd Line: BOX 555031
4th Line: CAMP PENDLETON CA 92055-5031

15. Delivery of Mail-

- 15.1. Mail will be delivered only to authorized addressee, agents named in writing by the addressee, or the serving postal activity.
- 15.2. Mail will not be delayed, intercepted, opened, rifled, or left unattended in an un-secure area.
- 15.3. Unit Mail clerk will deliver all mail (personal and ordinary official mail) on a mail orderly receipt log. Mail orderly receipt logs are maintained on file for 6 months.

Unit Mail Orderly Pick-Up Log

<u>ONLY AUTHORIZED MAIL ORDERLIES</u> CAN SIGN FOR MAIL!				DATE
SECTION	TIME	CARD	PRINT RANK/NAME	SIGNATURE (LEGIBLE)
Official Mail				
A Co.				
B Co.				
C Co.				
D Co.				
H & S Supply				
H & S MT				
H & S MAINT				
H & S HQ				
H & S COMM				
Destruction Date _____ (6 months from last delivery date)				
If sections do not pick up mail daily the reason must be annotated in the name block every time.				
NO PICKUP = Section failed to pick up their mail and no reason was given.				
NO MAIL RECEIVED = Section didn't receive any mail				
IN THE FIELD = Section is in the field, couldn't pick up the mail.				
SECURED EARLY & (REASON) = Section secured early and reason was verified by the postal officer				

16. **Damaged Mail-** Do not sign for mail damaged mail from Postal Clerk unless it has been repaired. If damaged articles are received in the closed bags, the mail clerk will repair the package and endorse it "Received in Damaged Condition", indicate the date of receipt, and the identity of the unit repairing the package and indicate their DD 285 card number.

17. **Date of Receipt-** Mail Clerks will back stamp all mail retained over night in unit mailroom to show the date of receipt.

18. Official Mail –

18.1. Delivery- Official mail will be delivered to personnel designated in writing, unless addressed directly to an individual by name only. Commanding Officer will designate in writing personnel authorized to receipt for and open official and official accountable mail. The authorization letter must be signed by the **current Commanding Officer** only, and it will contain a sample signature of the individual authorized to sign for and open official mail addressed to the commanding officer only. A single letter may authorize more than one individual; however, any change to the to the authorization will require a cancellation of the previous letter and publishing of a new letter. Authorization letters will be maintained for a period of 2 years after cancellation in the mailroom files. The original authorization letter then must be maintained by the delivery source.

UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---		1650 Origin Code 30 DEC 04
From: Commanding Officer To: Personnel authorized to receipt and open all official mail to include official accountable mail Subj: PERSONNEL AUTHORIZED TO RECEIPT AND OPEN ALL OFFICIAL MAIL TO INCLUDE OFFICIAL ACCOUNTABLE MAIL		
1. You are authorized to receipt and open all official mail to include official accountable mail addressed to the Commanding Officer (name of organization).		
<u>NAME</u>	<u>SIGNATURES</u>	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
NOTE: THIS AUTHORITY SUPERSEDES ALL PREVIOUS AUTHORIZATIONS.		
I. M. COMMANDING		
Signed copy to: Unit Mail Clerk		

18.2. Commanding Officer Mail- Mail addressed to “Commander of” an individual shall be delivered as official mail to the commander or personnel authorized in writing by the commanding officer.

19. **“Due to Report”**- Mail addressed for due to arrive shall be handled as follows:

19.1. If the member is due to arrive, hold mail 15 days past the anticipated arrival date. If mail is unclaimed at that time but additional information indicates that the member is still due to report (i.e. sender has same last name, updated inbound rosters, etc.) then hold that mail an additional 15 days for a total of 30 days past the anticipated arrival date.

19.2. If mail is still unclaimed at the end of the appropriate time period, endorse the article “No Record” and return it to the servicing post office.

20. **Casualty Mail**- Under no circumstances will mail for casualties be returned to sender or forwarded to next of kin (NOK) until absolute verification is received that the NOK have been notified. This mail may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification to NOK. Once the NOK has been notified, mail will be processed per the NOK’s wishes. In no case will UMR personnel write any message on the envelope to indicate that the individual is a casualty. Mail clerks will affix a copy Form MCBCP 5112/1 (Certificate of Notification of Deceased/Deserter) to the mail in question each time it is returned to servicing MPO for disposition. MCBCP 5112/1 is used only until current supplies are exhausted. A Mail Disposition Instructions Form may be used to replace the MCBCP 5112/1. The mail clerk and unit postal officer must sign the mail disposition form.

MAIL DISPOSITION FORM			
(1) FULL NAME (Last, First, MI)	(2) RANK	(3) SOCIAL SECURITY NUMBER	(4) SECTION
<input type="checkbox"/> (5) TAD (Temporary Additional Duty) <input type="checkbox"/> (6) UA (Unauthorized Absence) <input type="checkbox"/> (7) DESERTER (Must be run on the Diary) <input type="checkbox"/> (8) IHCA (In Hands of Civilian Authority) <input type="checkbox"/> (9) DECEASED <input type="checkbox"/> (10) HOSPITAL <input type="checkbox"/> (11) LEAVE	Unit Diary #	DATE	(13) HOLD MAIL PERIODS COVERED FROM: <input type="text"/> TO: <input type="text"/>
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
	Unit Diary #	DATE	
(12) SPECIAL INSTRUCTIONS: 			(14) DATE
(15) INDIVIDUAL'S SIGNATURE (TAD OR LEAVE ONLY)			
(16) MAILCLERK'S SIGNATURE		(17) POSTAL OFFICER SIGNATURE: (Only required until a Diary Number is obtained)	

21. **Deserter Mail**- Mail for personnel in UA status will be held in the UMR until the 30th day. On the 31st day, the member will be run on the unit diary as a deserter. At that time the unit mail clerk will bring that mail to the serving post office. A properly completed disposition form with all information to include unit diary number, mail clerk’s signature, and the postal officer’s signature will be attached with the mail.

Note: If the unit mail clerk receives one or more pieces of mail a day for the same individual, the mail clerk needs to complete only one disposition form each day.

22. **Undeliverable Mail-** Mail orderlies will return all undeliverable mail to the UMR the same day of receipt with supporting documentation stating why it could not be delivered (i.e. "Post It" stick-on). Under no circumstances will orderlies write directly on the mail.
23. **Leave /TAD Mail-** When Marines are temporarily absent from their unit, mail will be handled as follows:
- 23.1. Mail for personnel on leave or TAD for 30 days or less will be held in the mailroom, unless forwarding has been specifically requested by the individual or TAD locations are within geographic confines of the parent installation. The mailroom should have documentation showing leave or TAD dates for all mail being held, if unavailable; use a Mail Disposition Form until documents are obtained.
- 23.2. Mail for personnel TAD for greater than 30 days will be forwarded until 3 days prior to the designated return date if within the geographic confines of the parent installation. If TAD location is outside the geographical area forward until the cut off date determined by normal transit times for mail delivery to that area (transit times are established by the Consolidated Post Office Operations Section). This allows the individual to receive all forwarded mail prior to returning.
- 23.3. Mail for temporary absent status personnel is forwarded only where there is certainty of delivery.
24. **Confined Personnel-** Mail for confined personnel will be processed as follows:
- 24.1. MCB Camp Pendleton Correctional Facility- When forwarding to confined personnel, mail clerks are prohibited from using forwarding addresses that bear indication of correctional facilities. Mail clerks will use Box 555226 Camp Pendleton CA 92055-5226 for all mail being forwarded to personnel in the correctional facility to include EDA.
- 24.2. In Hands of Civilian Authorities (IHCA)- Prior to forwarding mail verify that the individual is still confined at the facility. When sufficient time exists to effect delivery, place all mail for personnel confined by civilian authorities into an official mail envelope address to the person in charge of the facility. Enclose a letter of explanation from the command that includes instructions to return the mail to the Marine's unit if undeliverable. Enclose an additional self-addressed envelope addressed to the command.

Letter to accompany IHCA mail:

UNITED STATES MARINE CORPS UNIT NAME BOX 555--- CAMP PENDLETON CA 92055-5---		1650 Origin Code 30 DEC 04
From: Commanding Officer To: Warden of the Facility		
Subj: MAIL FOR PRIVATE JOE A. MARINE		
<p>1. Our records indicate the subject named Marine (SNM) is confined at your facility. Please deliver the enclosed mail to him/her. If SNM has been released please return to this Command his or her mail by placing the mail in the envelope provided and then drop it into any USPS mailbox. If SNM has been transferred please annotate the new address on each individual piece of mail and drop in any USPS mailbox. In addition notify the command via letter of the SNM new address.</p> <p>2. The point of contact for this matter is (Postal Officer Name and phone number).</p>		
I. M. COMMANDING		

25. **Unit Diaries-** The command will provide a daily copy of the unit diary for the unit mail clerk. The unit diary will be reviewed for information pertaining to the UMR. Directory file cards will be annotated to reflect all pertinent information. Mail clerks will initial each unit diary entry to indicate this has been done. Unit diaries are to be maintained in the UMR for a period of 6 months. The units mail clerk will annotate on the front of each diary the date received, date worked, and the signature of the clerk working the diary.
26. **Directory Service-** An accurate and timely directory service is an important mail handling responsibility. Transferred personnel should receive their mail as soon as possible. Personnel are responsible for providing current directory file information when checking in and out of the unit mailroom. All personnel being transferred are required to check in and out through their UMR. Failure to do so may result in a delay or non-receipt of personal mail.

26.1. Change of Address cards (CAC) (OPNAV 5110/5)

26.1.1. The unit mail clerk will provide the individual checking **into** a unit with two Change of Address cards (CAC) (OPNAV 5110/5) to complete. Send one to the individual's old command and one to the Postal Directory Camp Pendleton.

NOTICE CHANGE OF ADDRESS OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			DATE: 20021115		
NAME (Last, first, middle) Marine, John J.		RANK/RATE Sgt	SOCIAL SECURITY NUMBER 123 45 6789		
<small>PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co</small>					
NEW ADDRESS (Consult SNDL for address) SECURITY BN MCB BOX 555051 CAMP PENDLETON CA 92055-5051			OLD ADDRESS (Attach mailing label for publisher) HQSPT BN MCB PSC BOX 20087 CAMP LEJEUNE NC 28542-0087		
ESTIMATED REPORTING DATE			DEPENDENT'S NAME (If applicable)		
SIGNATURE John J. Marine			N/A		
FORWARD SECOND CLASS MATTER FOR 60 DAYS			THIS SPACE FOR POSTAL CLERK		
ITEM	YES	NO			
MAGAZINES	X				
NEWSPAPERS	X				

26.1.2. The unit mail clerk will provide the individual checking **out** of a unit with one CAC to complete and return. The unit mail clerk will send the CAC to the mailroom (if known) of the individual's new command.

NOTICE CHANGE OF ADDRESS OPNAV 5110/5 (Rev 3-90) S/N 0101-LF-009-2500			DATE: 20050220		
NAME (Last, first, middle) Marine, John J.		RANK/RATE Sgt	SOCIAL SECURITY NUMBER 123 45 6789		
<small>PRIVACY ACT STATEMENT: Authority: Title 39 USC and DOD/US Postal Service Agreement, 2 Feb 59. PRINCIPLE PURPOSES: To route or forward (directory) mail. ROUTINE USES: Used by military and civilian personnel in mail functions. Data are inspected by co</small>					
NEW ADDRESS (Consult SNDL for address) PMO PSC BOX 8023 CHERRY POINT NC 28533-0035			OLD ADDRESS (Attach mailing label for publisher) SECURITY BN MCB BOX 555051 CAMP PENDLETON CA 92055-5051		
ESTIMATED REPORTING DATE 20050325			DEPENDENT'S NAME (If applicable)		
SIGNATURE John J. Marine			N/A		
FORWARD SECOND CLASS MATTER FOR 60 DAYS			THIS SPACE FOR POSTAL CLERK		
ITEM	YES	NO			
MAGAZINES	X				
NEWSPAPERS	X				

26.1.3. Ensure that complete forwarding addresses have been used to include box numbers for Camp Pendleton units.

26.2. Mail Directory File Card (NAVMC 10572)

- 26.2.1. When personnel check **in**, enter the following information on Mail Directory File Card (NAVMC 10572); Last name, first name, and middle initial, social security number, grade, unit joined from (complete address not required) date, and unit/section to which assigned (or other local information, necessary to make sure of mail delivery). Once the NAVMC 10572 is complete, the CAC should be forwarded to the last command. NOTE: Enter unit diary number once the individual posts on the diary.

NAME (Last First Middle Initial) DAVIS, JOHN A.	SSN 534 53 5643	GRADE E5	DISCARD DATE (Mo., Yr.)
JOINED FROM 29 PALMS CA 92278	DATE 20010627 UD NO.	UNIT ASSIGNED B CO	
DROPPED (New duty station, home address etc. - complete address with EDA)			
SIGNATURE (required)		DATE	UD NO. (Only if no signature)
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

- 26.2.2. Temporary change in status is recorded in the appropriate spaces on the card when forwarding mail. If the mail is forwarded, the mail disposition form will be used. All temporary changes such as temporary additional duty (**TAD**), sick (**SK**), unauthorized absence (**UA**), confinement (**CONF**), or in hand of civilian authorities (**IHCA**) are entered when applicable. Leave entries are not required, but may be desired by the command.

TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM	TEMPORARY STATUS (Tad, SK, UA, Conf, Ihca)	TO	FROM
	DATE	DATE		DATE	DATE
	UD NO.	UD NO.		UD NO.	UD NO.
SNCOAC SCHOOL Box 555104Camp Pendleton CA 92055- 5104	20050412	20050713			
	*	*			

- 26.2.3. When personnel check **out**, enter their new complete military address, including an EDA, or a complete home address, the individual's signature, and date. The unit diary number is entered on the card when it is **source** of information.

NAME (Last First Middle Initial) DAVIS, JOHN A.	SSN 534 53 5643	GRADE E5	DISCARD DATE (Mo., Yr.) 5-06
JOINED FROM 29 Palms CA 92278	DATE 20010627 UD NO.	UNIT ASSIGNED B CO	
DROPPED (New duty station, home address etc. - complete address with EDA) EDA 050627 MALS 12 UNIT 37161 FPO AP 96603-7161			
SIGNATURE (required)		DATE 050427	UD NO. (Only if no signature) 176-05
MAIL DIRECTORY FILE CARD (5119) NAVMC 10572 (REV. 11-96) (EF) SN: 0109-LF-067-0700 U/I: 250 Per PKG (Previous editions are obsolete)			

26.2.4. Retention Periods-

- 26.2.4.1. Directory file card will be retained by UMR for **12** months after detachment of all **permanently** assigned personnel and **TAD** personnel attached for periods longer than **6** months. The discard date is the month following the month of departure, plus 12 months. For example, if a permanently assigned Marine departed during December 2004, the discard date would be January 2006. The cards for personnel in a TAD or student status for 6 months or less will be maintained for 6 months after the individual's departure. For example, if a Marine checks into a school, the schools mailroom will discard his/her DFC the first 5 days of the seventh month after he/she departs.
- 26.2.4.2. DD Form 285- Destroyed immediately after revocation entry is made in the DD Form 2260. Notify the serving post office to revoke Mail Clerks cards.
- 26.2.4.3. DD Form 2260 – Destroy each sheet 2 years after the last revocation entry.
- 26.2.4.4. Letter of Authorization- Destroy 2 years after revocation. Includes Appointment of Postal Officer, Assistant Postal Officer, Official Mail Manager and Authorization to Receipt for and open Official/Official Accountable mail (if one person changes, an entire new document is required. No pen changes allowed).
- 26.2.4.5. PS Form 3883- Destroy 2 years from date of last receipt/delivery.

26.2.4.6 Mailroom inspection checklist (AIR check list)- Weekly inspections conducted by the Unit Postal Officer are held until the next quarterly inspections. Quarterly inspections conducted by the Consolidated Post Office are destroyed 2 years from date of inspection.

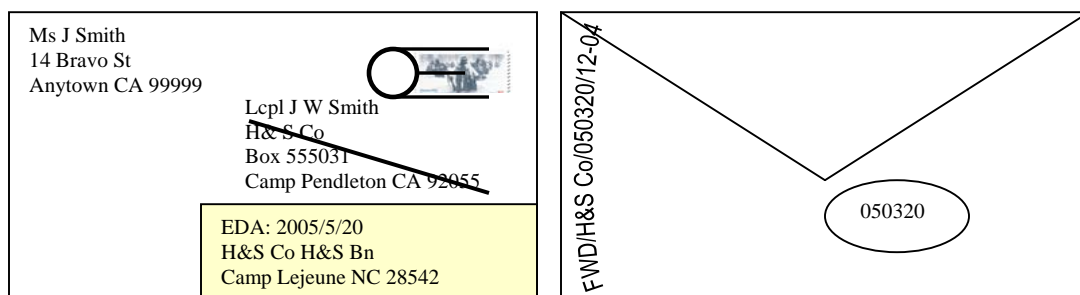
26.2.4.7 Mail Orderly Receipt Logs- Six months from date of pick-up.

26.2.4.8 TAD Orders/Leave Papers- Destroy after personnel has returned and is getting their mail.

26.2.4.9 Unit Diary/Morning Reports- Six months

26.3 **Re-Addressing Letter Mail** - NOTE: Mail clerks will draw a diagonal line through all window envelopes and utilize yellow gum labels (they can be obtained from the military post office) to write the new address on.

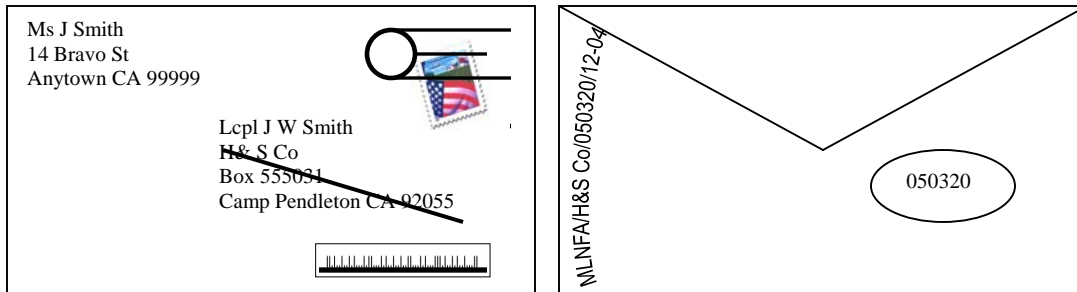
26.3.1 **Forward Civilian / Military** - Mail clerks will draw a diagonal line through the incorrect portion of the address and write the correct address to its right, including the EDA if the new address is a military unit. Mail clerks are not to use a permanent mail address from the unit diary to forward mail to a civilian address. When re-addressing letters with a plastic cover a black marker will be used. Bar codes will be lined out with a black marker on all mail.



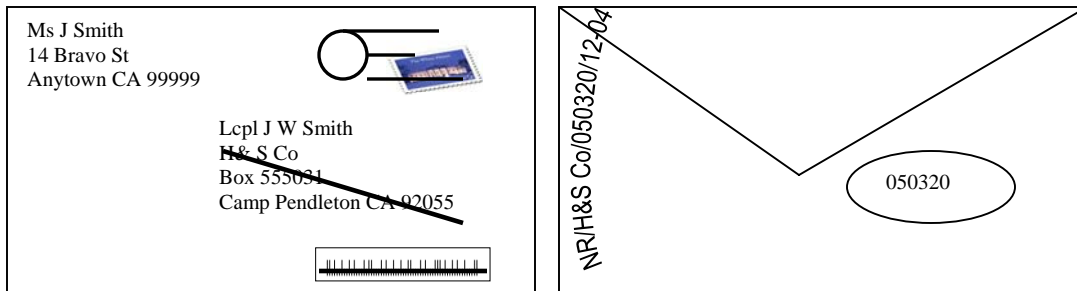
26.3.2 **Hospitalized** - If the individual is hospitalized the mail clerks will draw a diagonal line through the unit address and write the hospital's address to its right. Bar codes will be lined out with a black marker on all mail



26.3.3 **MLNFA** - If the individual has not provided proper forwarding address and a new military address is not available, mail will be returned to the MPO with the annotation. “Moved Left No Forwarding Address” (MLNFA).

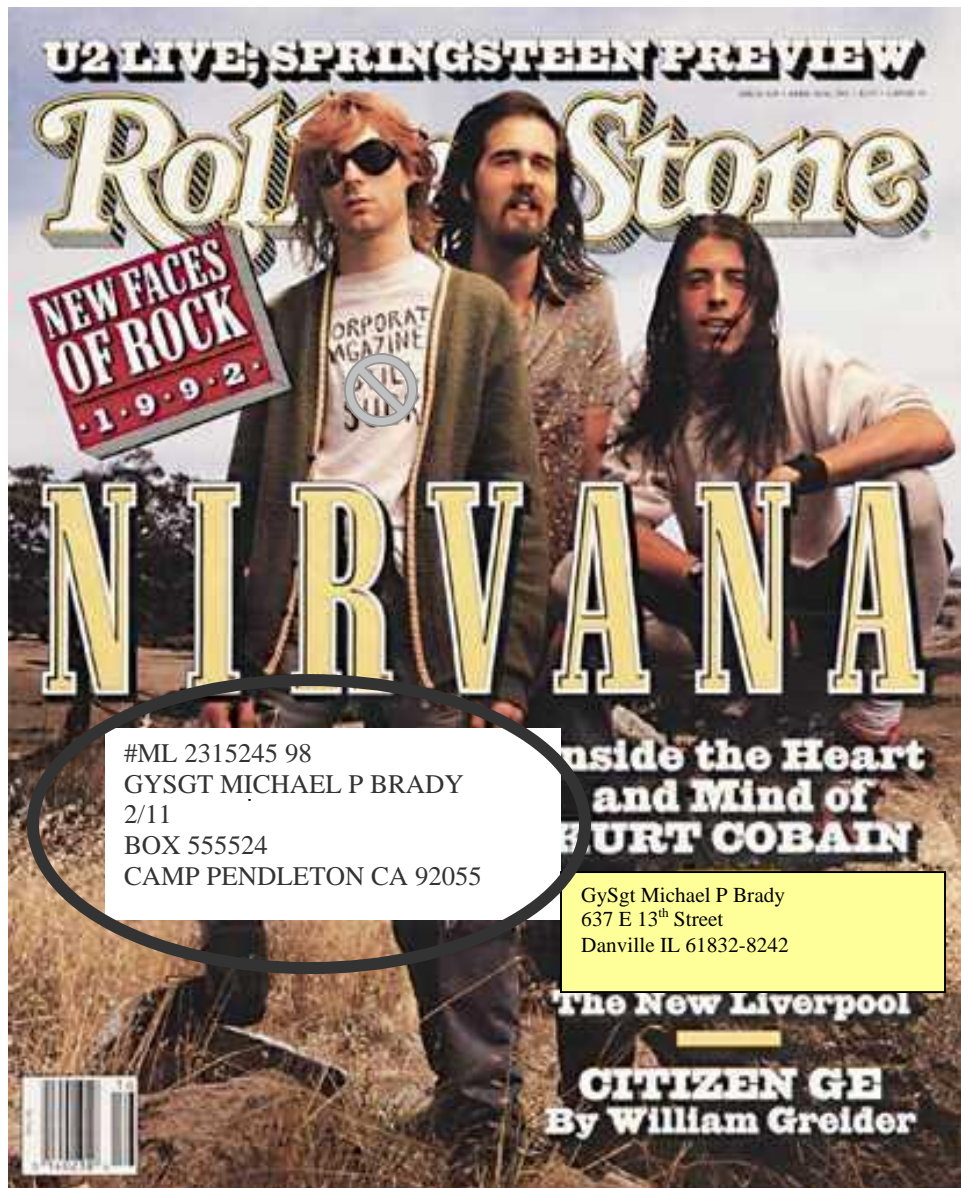


26.3.4 **NR** - If the individual does not have a directory file card on file in the unit mailroom with proper forwarding address or forwarding order has expired, mail will be returned to the MPO with the annotation. “No Record” (NR)

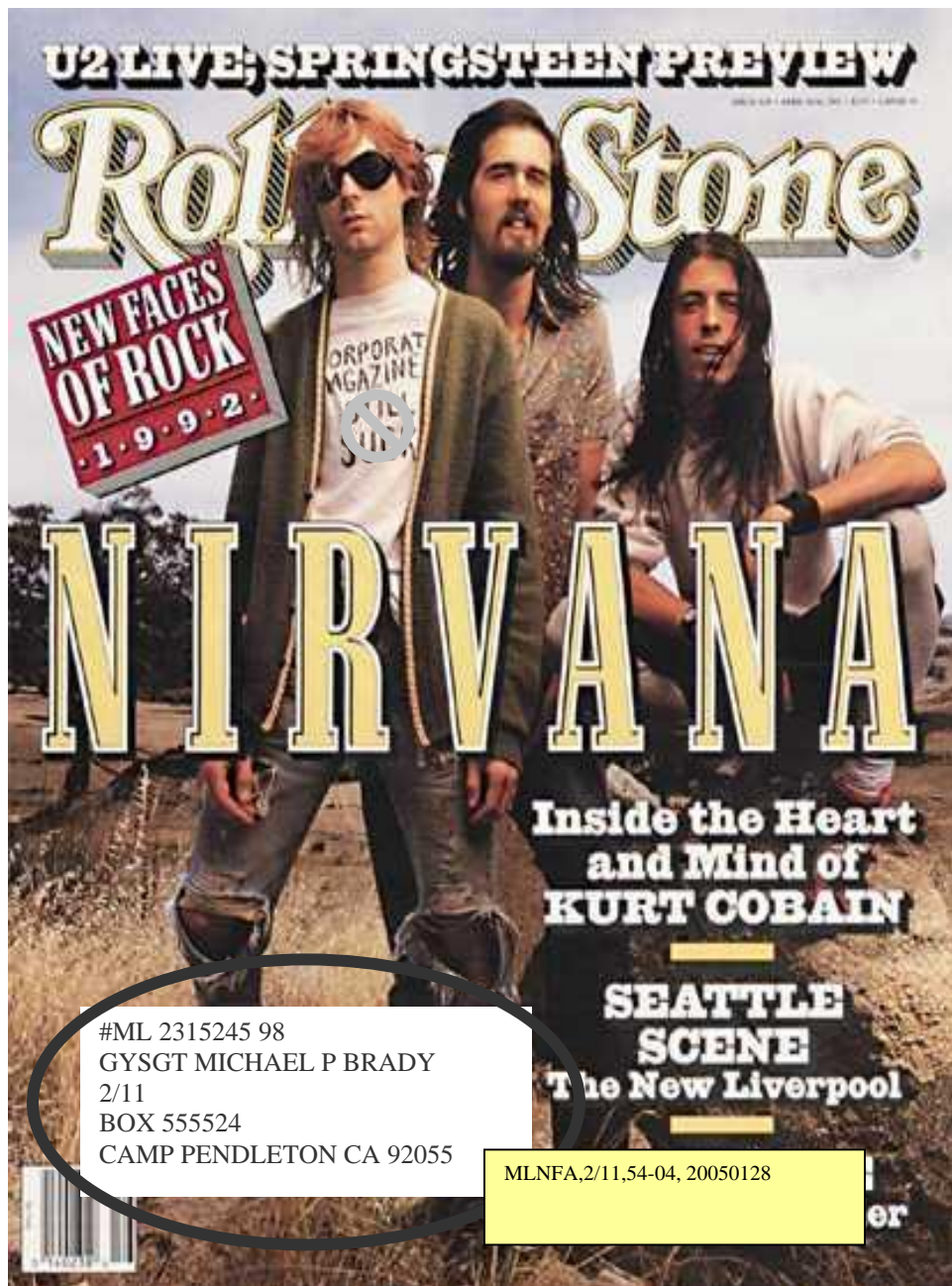


26.4 **Re-Addressing Periodicals** - (magazines and news papers) will have no marking at all on the original mailing address. The proper procedure for reworking Forward, MLNFA or N/R periodical mail are as follows:

26.4.1 **Forward Civilian / Military**- All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address. The only endorsement on the reverse side of the article will be the unit date stamp. **Do not mark on the address.**



26.4.2 **MLNFA & N/R**- The proper procedure for reworking MLNFA & N/R periodical mail will be reworked as follows: All annotations will be placed on a yellow label on the address side of the periodical paying close attention not to make any marks on the original address. The only endorsement on the reverse side of the article will be the unit date stamp.



#ML 2315245 98
GYSGT MICHAEL P BRADY
2/11
BOX 555524
CAMP PENDLETON CA 92055

MLNFA,2/11,54-04, 20050128

26.5 Rework Reminders-

- 26.5.1 All mail retained overnight will be dated stamped on the reverse side of the mail with the date of receipt. (Place a white sticker on the back of magazines that are covered in plastic.)
- 26.5.2 Cross out the incorrect portion of old address. (One diagonal line from top left to bottom right, DON'T cross out the name. On window envelopes draw the line through the window from paper to paper.)
- 26.5.3 Ensure the complete forwarding address is legible. (Cities can not be abbreviated.)
- 26.5.4 Place **EDA** dates on all mail addressed to military units. (Place EDA dates above the forwarding address.)
- 26.5.5 Mail forwarded to on base addresses must contain: Unit title, Box number, and EDA.
- 26.5.6 Cross out bar codes completely with black marker. (A single line through or use of grease pencil is not acceptable.)
- 26.5.7 Ensure that proper endorsement are placed on the back of the mail: (i.e., MLNFA/NR/Missent/Card Number/Unit Name/Date reworked)
- 26.5.8 Separate mail into bundles of On base, Off base, Deployed, NR and Missent. (Separate mail into bundles of letters and flats if the volume is sufficient.)
- 26.5.9 All mail will face in the same direction.
- 26.5.10 All PS Forms 3849's will be delivered to the individual. If not, they will be returned to the serving post office with proper annotation. (i.e., TAD,LV,DUE in, etc.)

27 Accountable Mail-

27.1. Official Mail-

27.1.1. A chain of receipts will cover all Accountable mail from acceptance through delivery to authorized individuals or the addressee. The mail clerk must be able to account for all Accountable mail either by producing the article or by showing delivery of the article to an authorized individual or the addressee.

27.1.2. The serving post office will prepare in duplicate, PS Form 3883 (Firm Delivery Receipt for Accountable Mail), keep the original, give the copy and the article to the mail clerk to take back to the UMR. Prior to receiving Accountable mail, the mail clerk will make sure all articles are listed on the form, are in good condition, and have not been tampered with. If wrappers or containers are damaged or torn, the clerk will not accept the item until the serving post office has properly repaired and made the correct annotations.

Delivery From the Serving Post Office to Unit Mail Clerk

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail			 5199 9990 0007 3924 2721		
<input type="checkbox"/> Certified <input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> COD <input type="checkbox"/> Express Mail® Service Insured		<input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Signature Confirmation™ Service Mail for/Bill Number H&S BN 2404		<input checked="" type="checkbox"/> Registered
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. Z 878 987 325	*	Norfolk VA	11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.	Received By: Cpl Mail Clerk	
9.			19.	Sign: Mail Clerk	
10.			20.		
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery 20041220		Number of pieces described above		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) Sgt Postal Clerk		(1) One		Postmark – Delivery Office APDS	
Form 3849 Barcode Number					
PS Form 3883, February 2002 ♦ Follow proper scanning procedures for all articles.					

27.1.3. Upon returning to the mailroom, the mail clerk will list Accountable mail on a PS Form 3883 prior to delivery to authorized agents. If mail clerk is relieved by another mail clerk, the new mail clerk will receipt for the accountable mail by filling out the form in the appropriate blocks and sign for it. The unit postal officer will verify the delivery of all accountable mail daily by initialing all PS Form 3883's completed that day.

Delivery of Accountable Mail from Unit Mail Clerk to Authorized Agent

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0007 3924 2721	
<input type="checkbox"/> Certified <input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Express Mail® Service Insured <input type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ Service Mail for/Bill Number Admin Section 15-04					
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. Z 070 907 325	*	Norfolk VA	11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. Received By: SSgt Authorized Agent		
9.			19. Sign: Authorized Agent		
10.			20.		
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery 20041220		Number of pieces described above (1) One		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) Cpl Mail Clerk				Postmark – Delivery Office	
Form 3849 Barcode Number				Unit Postal Officer Int's	
PS Form 3883, February 2002					
◆ Follow proper scanning procedures for all articles.					
1- Delivery					

- 27.1.4. Accountable mail will not be kept overnight in the UMR. It will be returned to the serving post office in the following manner:
- 27.1.4.1. Take a PS Form 3883 and the article to the serving post office.
 - 27.1.4.2. Write “RETURNED TO POST OFFICE” in the “ADDRESSEE” signature block and have the accepting postal clerk sign in the “AGENT” block.
 - 27.1.4.3. Have the accepting Postal Clerk All-Purpose Date Stamp (AP Chop) in the “Postmark-Delivery Office” block.
 - 27.1.4.4. The Unit Postal Officer will then place his initials in the Postmark block, verifying delivery of the accountable mail.

Delivery of Accountable Mail from Unit Mail Clerk back to Serving Post Office.

United States Postal Service® Firm Delivery Receipt for Accountable and Bulk Delivery Mail				5199 9990 0007 3924 2721	
<input type="checkbox"/> Certified <input type="checkbox"/> Delivery Confirmation™ Service <input type="checkbox"/> Express Mail® Service Insured <input type="checkbox"/> Recorded Delivery <input checked="" type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ Service Mail for/Bill Number H & S Bn 15-04					
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. Z 070 907 325	*	Norfolk VA	11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18. Received By: Sgt Postal Clerk		
9.			19. Sign: Postal Clerk		
10.			20.		
* CODE: DC = Received in Damaged Condition. R = Return Receipt Requested. RS = Returned to Sender.					
Date of Delivery 20041220		Number of pieces described above (1) One		Recipient signs Form 3849. ERM sites: send Form 3849 to CFS MRM sites: file Form 3849 with Form 3883	
Delivered By: (Clerk/Carrier) Cpl Mail Clerk				Postmark – Delivery Office	
Form 3849 Barcode Number				APDS After delivery Unit Postal Officer Int's	
PS Form 3883, February 2002					
◆ Follow proper scanning procedures for all articles.					
1- Delivery					

27.2. Personnel Accountable Mail-

27.2.1. Delivery- The serving post office will prepare a PS Form 3849 (Delivery Notice/Reminder/Receipt) give it to the Unit Mail Clerk who will deliver the PS Form 3849 as an ordinary piece of First Class mail to addressee.

Front

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20050928	Sender's Name JONES, C.
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> 14 Area	Available for Pick-up After Date: _____ Time: _____	We will redeliver or you or your agent can pick up. See reverse	
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input checked="" type="checkbox"/> Registered Insured Return Receipt for Merchandise Certified Recorded Delivery Signature Confirmation Firm Bill	Record Article Number(s) Here: RR 641 579 128	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$ _____		Notice Left Section Customer Name and Address JOE SMITH HQ SPT BN MCB	
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Delivered By and Date SIGNATURE/DATE OF POSTAL CLERK	
PS Form 3849, November 1999 102595-99-M-0191 Delivery Notice/Reminder/Receipt			

Back

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):		CALL : AREA 14 Post Office M,T,T,F 0900-1600 W-0900-1200	
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.		<input type="checkbox"/>	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: <input checked="" type="checkbox"/>		Delivery Section	
3. <input type="checkbox"/> Redeliver (Enter day of week):		Signature	ADDRESSEE'S SIGNATURE
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)		Printed Name	ADDRESSEE'S PRINTED NAME
<input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return		Delivery Address	ADDRESSEE'S ADDRESS
		 1234 5678 1966 3456	
Ps Form 3849, October 1998 (Reverse)			

27.2.2. Readdress – Directory service for PS Form 3849, on reverse side of PS Form 3849 Endorse: Reason for directory service (FWD/NR/MLNFA)/ Unit name/ Date/ Clerk Card Number. If forwarding a complete forwarding address must be provided.

Front

United States Postal Service Sorry We Missed you! We Redeliver for You		Today's Date 20050928	Sender's Name JONES, C.
Item is at: <input type="checkbox"/> Post Office (See back) <input checked="" type="checkbox"/> 14 Area	Available for Pick-up After Date: _____ Time: _____	We will redeliver or you or your agent can pick up. See reverse	
<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item			
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) Express Mail (We will attempt to deliver on the next delivery day unless you call the post office to hold it) <input checked="" type="checkbox"/> Registered Insured Return Receipt for Merchandise Certified Recorded Delivery Signature Confirmation Firm Bill	Record Article Number(s) Here: RR 641 579 128	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$ _____		Notice Left Section Customer Name and Address JOE SMITH HQ SPT BN MCB	
<input type="checkbox"/> Final Notice: Article will be returned to sender on _____		Delivered By and Date SIGNATURE/DATE OF POSTAL CLERK	
PS Form 3849, November 1999 102595-99-M-0191 Delivery Notice/Reminder/Receipt			

Back

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):		CALL : AREA 14 Post Office M,T,T,F 0900-1600 W-0900-1200	
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.		<input type="checkbox"/>	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: <input checked="" type="checkbox"/>		Delivery Section	
3. <input type="checkbox"/> Redeliver (Enter day of week):		Signature	ADDRESSEE'S SIGNATURE
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)		Printed Name	ADDRESSEE'S PRINTED NAME
<input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return		Delivery Address	ADDRESSEE'S ADDRESS
		 1234 5678 1966 3456	
Ps Form 3849, October 1998 (Reverse)			

27.2.3. Do not hold PS Form 3849 in the mailroom for more than two days. Deliver to addressee or return it to serving post office with reason of non-delivery. (Leave/TAD with address/Hosp. /IHCA)

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):		CALL : AREA 14 Post Office M,T,T,F 0900-1600 W-0900-1200	
1. Customer: a. Check all that apply in section 3; b. Sign in section 2 below; and c. Leave this notice where the carrier can see it.		<input type="checkbox"/>	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign For You: <input checked="" type="checkbox"/>		Delivery Section	
3. <input type="checkbox"/> Redeliver (Enter day of week):		Signature	ADDRESSEE'S SIGNATURE
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)		Printed Name	ADDRESSEE'S PRINTED NAME
<input type="checkbox"/> Leave item at my address (Specify where to leave; example: "porch", "side door".) (This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return		Delivery Address	ADDRESSEE'S ADDRESS
		 1234 5678 9012 3456	
Ps Form 3849, October 1998 (Reverse)			

28. Procedures Used to Transport Mail By Government Vehicle Off Base-

- 28.1. In accordance with the agreement between the United States Postal Service (USPS) and the Department of Defense dated Feb 1980, all mail in CONUS will be transported between military installations by USPS. This is the most secure and strongly recommended way to have the unit's mail transported.
- 28.2. On a case-by-case basis, authorization may be requested to transport deployed mail by government vehicle through Consolidated Post Office Postal Officer.
- 28.3. The following guidance is provided to the commanding officer for transportation of deployed mail by government vehicle.
 - 28.3.1. If the command is providing a daily admin run from Camp Pendleton to area of operation, the command may wish to request through the Consolidated Post Office Postal Officer, authorization to transport mail via government vehicle (GOV). The commanding officer assumes all responsibilities for the safe delivery of mail.
 - 28.3.2. If authorized by the commanding officer and Consolidated Post Office Postal Officer the following steps will need to be taken:
 - 28.3.2.1. A letter from the commanding officer must be submitted to Consolidated Post Office Postal Officer by Fax (5-5184) or LAN.
 - 28.3.2.2. If approved, all the mail for the Marines deployed will be bundled up with a completed deployed mail cover sheet in duplicate.
 - 28.3.2.3. Marine appointed in writing by the commanding officer, will transport the mail to the consolidated post office (Bldg 1674/ Main-side).
 - 28.3.2.4. When the mail is presented at the consolidated post office it will verify by a postal clerk for proper piece count. Deployed cover sheet will be APDS, and signed by the postal clerk verifying the information on the deployed mail cover sheet.
 - 28.3.2.5. The total count of mail will be indicated on a mail manifest (Mail Manifest OPNAV 5110/9), the manifest will be completed in triplicate.
 - 28.3.2.6. The mail then put into a mail sack.
 - 28.3.2.7. The mail sack will then sealed closed by a postal clerk with a numbered seal.
 - 28.3.2.8. The Seal # is endorsed on the mail manifest by the postal clerk.

- 28.3.2.9. The postal clerk will sign the **dispatching clerk** block of the manifest.
- 28.3.2.10. The postal clerk will fill in the **mode** block with GOV.
- 28.3.2.11. The Marine responsible for the delivery of the mail will sign the **signature/date** block in the lower left hand corner. The Marine will receive two copies of the mail manifest.
- 28.3.2.12. The original of the mail manifest will be maintained in the deployed mail section.
- 28.3.2.13. The postal clerk will call the post office of destination to inform the post office of the Marine bringing the mail. They will then get a point of contact, building number and phone number and give it to the Marine transporting the mail.
- 28.3.2.14. The Marine transporting the mail will then be given directions to transport the mail to the destination post office to have the seal broken and to have the postal clerk breaking the seal sign the mail manifest in the **signature/date** block in the lower right hand corner.
- 28.3.2.15. Once the Marine has arrived at the post office of destination, the Marine will retain a copy of the mail manifest for their record. Then the Marine will then affect delivery of the mail.
- 28.3.2.16. If the vehicle breaks down while transporting the mail, the person who signed for the mail must physically remain with the mail. Contact must be made with postal operations at Camp Pendleton (DSN 365-5769/5183 or COMM 760-725-5769/5183) to inform them of the delay in the transportation of the mail. It is highly recommended that an A driver be used.
- 28.3.3. Any questions call Consolidated Post Office Postal Officer or the operations chief mail router at 5-5769/5895.

29. Deployed Mail-

29.1. Mail Routing Request- All commands planning a deployment or field exercise contact the MPO (operations section) and submit a mail routing request, 45 days prior to departure.



UNITED STATES MARINE CORPS
BOX 555---
CAMP PENDLETON, CALIFORNIA 92055-5---

IN REPLY REFER TO:

From: Commanding Officer _____
To: Postal Operations Officer, 1st Force Service Support Group
Subj: MAIL ROUTING REQUEST
Ref: GruO P5112.1A

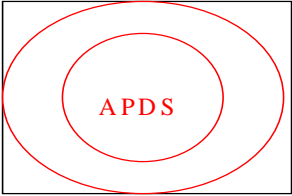
1. Per the reference, the following information is submitted:

- a. Departure date of advance party. _____
- b. Departure date of main body. _____
- c. Area of deployment(exact location/city name). _____
- d. Name of exercise. _____
- e. Estimated date of return for advance party. _____
- f. Estimated date of return of main body. _____
- g. Classes of mail to be routed. _____
- h. Size of unit (bn, plt, co, etc.) _____
- i. Name of plt, co (if applicable). _____
- j. Are any other units involved? (attachments) _____
- k. Will a brief need to be conducted? _____
- l. Unit Postal Officer email address _____

2. Unit Postal Officers name _____, ext: _____

Signature of Unit Postal Officer

29.2. Deployed Mail Cover Sheet- Once mail handling procedures have been established (by the Main Post Office) the mail clerk will bundle mail in accordance to mail handling procedures. Two (2) or three (3) Deployed Mail Cover Sheets MCBCP 5119 will be attached as cover sheets for all mail. Mail will then be returned to the serving postal activity for forwarding to deployed personnel/unit.

DEPLOYED MAIL COVER SHEET (5119/8) (FOR UNIT MAIL ROOM USE)	
DATE: <u>12 DECEMBER 2004</u>	
UNIT: <u>CSSG 11 Box 555737</u>	
Title of Unit, Company, Squadron or Detachment	
MAIL CLERK'S NAME: <u>CPL DON DAVIS</u>	
MAIL CLERK'S SIGNATURE: <u>DON DAVIS</u>	
PIECE COUNT:	LETTERS: <u>20</u>
	FLATS: <u>10</u>
	PARCELS: <u>4</u>
TITLE OF OPERATION/EXERCISE:	
<u>CAX 1-04 (CSSG 11 DET)</u>	
<u>29 PALMS CA 92278</u>	
<div></div>	(POST OFFICE USE)
<div>APDS</div>	<u>J.F. Jones SGT</u> ACCEPTING POSTAL CLERK'S SIGNATURE
	(DEPLOYED MAIL SECTION)
	----- POSTAL CLERK'S SIGNATURE

30. **Postal Offenses and Losses**- The following is taken from DoD 4525.6M

- 30.1. The DoD is responsible to USPS for reimbursement for the loss of funds, postage stock, and Accountable Mail because of embezzlement, negligence, or theft while in custody of the MPS. Investigations by the Military Services may be required to determine individual liability. The term “investigating officer” is defined as a commissioned officer, warrant officer, or senior postal enlisted person (E-7 through E-9) appointed to investigate postal offenses or losses.
- 30.2. The proper use of postal effects and supplies and the protection and timely transmission of mail are essential elements of an efficient postal system. The administration of the MPS shall focus on maintaining these elements under the USPS-DoD Postal Agreement and with DoD service standards.
- 30.3. Postal offenses are occurrences that violate laws, agreements, or USPS and DoD regulations and that jeopardize the secrecy of mail and other USPS and DoD property. These offenses include the following:
 - 30.3.1. Mailing of illegal drugs, pornographic material, or other prohibited matter. UMR’s and PSC’s shall contact their serving post office for guidance.
 - 30.3.2. Theft, rifling, delay, destruction, or interception of mail while under jurisdiction or custody of the MPS, at all levels.
 - 30.3.3. Alteration, destruction, or other unauthorized disposition of postal records.
 - 30.3.4. Use of mails to defraud.
 - 30.3.5. Robbery, burglary, or forceful entry of military postal activities or USPS facilities located on military installation operated by military personnel.
 - 30.3.6. Abuse or Unauthorized use of MPS privileges; i.e. allowing unauthorized personnel to use your address to receive mail.
- 30.4. Postal Offense Reporting- UMR’s must report to the Military Post Office within 24 hours of the discovery of offense.
- 30.5. Designation of Investigating Officers- Postal offenses and losses involving unit mail clerks or mail orderlies may require investigation to determine monetary liability. Investigations shall be conducted in accordance with established service procedures.

31. **Helpful Hints** –

- 31.1. Ensure that all references are on hand.
- 31.2. Ensure that information contained in the Unit Mail Handling Order is current (i.e., mail call hours, building numbers).
- 31.3. Do hours posted on DD Form 1115 (Mail room No Admittance) coincide with those published in the mail handling order?
- 31.4. Are there at least two (2) mail orderlies per section?
- 31.5. Are DD Form's 285 (Appointment of Unit Mail Clerk/Orderly) properly prepared and maintained (pay particular attention to block #9).
- 31.6. Ensure the Postal Officer conducts weekly inspections.
- 31.7. Ensure mail orderlies pick-up at least daily.
- 31.8. Ensure mail orderlies have DD Form 285 each time they pick-up mail.
- 31.9. Ensure Authorized Agent signs for Ordinary Official Mail every day on the mail orderly receipt log.
- 31.10. Ensure all mail being held overnight in the mailroom is back stamped prior to mail clerk securing.
- 31.11. Ensure mail for personnel due to report is held for only Fifteen (15) days past their EDA (unless additional information indicates a new reporting date).
- 31.12. Ensure orderlies return all undeliverable mail to the UMR the same day receipt.
- 31.13. Ensure mail orderlies pick-up only at times established in the mail handling order and posted on door.
- 31.14. Ensure documentation is provided immediately to the UMR for leave/TAD personnel.
- 31.15. Ensure all copies of PS Form 3883 (Firm Delivery Receipt for Accountable Mail) are maintained in sequential order.
- 31.16. Ensure the Postal Officer verifies PS Form 3883 by initialing annotating the date in the appropriate box daily.
- 31.17. Under no circumstances is official accountable mail kept in the UMR overnight. Return it to the serving Post Office.

- 31.18. Ensure Directory File Cards (DFC's) contain complete names and date joined.
- 31.19. There should be no geographical location included in the mailing address of deployment commands (i.e. Okinawa, Saudi Arabia, Iraq).
- 31.20. Ensure all mail forwarded to military commands include the EDA date.
- 31.21. Ensure temporary changes in status (except annual leave) are annotated on the back of the DFC's when forwarding mail.
- 31.22. Ensure applicable DFC's are destroyed within the first week of each month.
- 31.23. Ensure the UMR is included on the commands check in/out sheet and that it is enforced.
- 31.24. Ensure that no excess gear is inside the UMR (i.e. wall locker, extra filing cabinets, personal gear, stereo equipment, etc.).
- 31.25. Official mail consolidation point can't be located inside the unit mailroom.
- 31.26. Ensure official mail has been properly receipted for.
- 31.27. The mail clerk's personal mail should be handled just like all other mail.
- 31.28. The unit mailroom will be secured in the event of a possible postal offense until the appropriate Consolidated Post Office Postal Officer or representative arrives.
- 31.29. The unit should notify the Consolidated Post Office 45 days in advance of the unit going on an exercise or deployment.
- 31.30. Monthly courtesy inspections, pre-deployment, and post deployment inspections can be conducted in addition to the quarterly inspections upon request to the Consolidated Post Office.
- 31.31. Hospital annotations and addresses must include Room #, Floor, Ward #, City, State and ZIP. Also ZIP+4 if known.
- 31.32. The mail disposition form should be used whenever possible.